

**CITY OF CORAL GABLES  
BUDGET/AUDIT ADVISORY BOARD**

Minutes of October 27, 2010, 8:00 a.m.

Conference Room, First Floor, City Hall, 405 Biltmore Way, Coral Gables, Florida

**Budget Audit Advisory Board Meeting Minutes**

<b>MEMBERS:</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>APPOINTED BY:</b>
Luis Hernandez ^	-	P	A	-	P	P	-	-	A	-	P	P	Mayor Donald D. Slesnick, II
Roland Sanchez	-	A	P	-	E	A	P	-	A	-	P	P	Vice Mayor William H. Kerdyk, Jr.
John Holian ^	-	P	A	-	P	P	-	-	P	-	P	P	Comm. Rafael "Ralph" Cabrera, Jr.
John Lindsey	-	P	P	-	P	P	P	-	P	-	P	P	Comm. Wayne "Chip" Withers
Ofelia Fernandez	-	P	P	-	E	P	P	-	P	-	P	E	Comm. Maria Anderson

(Dash indicates either no meeting or board member not yet serving)

^ = New Member

**Staff:**

# = Special Meeting

Patrick G. Salerno, City Manager

Carolina McElroy, Internal Auditor

**Recording and Minutes Preparation Secretary:** Nancy C. Morgan, Coral Gables Services, Inc.

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**PROCEEDINGS:** The meeting was called to order by Mr. Lindsey at 8:08 a.m.

**APPROVAL OF SEPTEMBER 8, 2010 MEETING MINUTES:**

Mr. Sanchez made a motion to approve the minutes of the September 8, 2010 meeting as presented.

Mr. Holian seconded the motion, which passed unanimously.

**MEETING ATTENDANCE:**

Mr. Sanchez made a motion to excuse the absence of Ms. Fernandez. Mr. Holian seconded the motion, which passed unanimously.

**AUTOMOTIVE OIL, GREASE AND FUEL PHYSICAL INVENTORY AUDIT:**

Ms. McElroy reviewed results of the scheduled audit, the purpose of which was to determine physical automotive oil, grease and fuel inventory at fiscal yearend and whether sufficient internal controls over the purchase and storage of these products were in place. Audit scope, methodology, findings and recommendations were discussed.

**OVERTIME FOR FISCAL YEAR 2009/2010:**

An overtime comparison between FY2009/2010 and FY2008/2009 was conducted to determine variances. Ms. McElroy reviewed a citywide overtime comparison, detailed information about Police and Fire departments, and citywide salaries and benefits expenditures. Board questions were addressed. Data on the percentage of total payroll versus overtime for Police and Fire departments will be provided.

**PETTY CASH AND IMPREST FUNDS AUDIT:**

Ms. McElroy reviewed results of this annual audit, conducted to review controls and procedures in place over City petty cash and imprest funds, and to verify cash-on-hand amounts. Discussion included interest in future credit card and ATM services in City parking garages.

There being no further business to come before the meeting, the meeting adjourned at 8:45 a.m.

**Next Meeting: December 1, 2010, 8:00 a.m., City Hall Conference Room (first floor)**

Respectfully submitted,

Patrick G. Salerno

City Manager, Secretary to the Board